



## OFFICE OF PUBLIC INSTRUCTION

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(406) 444-0169 (TTY)

Linda McCulloch  
Superintendent

### Hallmark/Westland Ground Beef Destruction Verification and Reimbursement Form

Name of School District/RCCI \_\_\_\_\_

Agreement Number \_\_\_\_\_

Commodity	Number of Cases Destroyed	Destruction Method
Hallmark/Westland A608 Ground Beef		
<i>(New item added to recall)</i> United Food Group LLC Beef Crumbles Contract #120277310		
King Command Processed Breaded Beef Steaks S1214030		
Kings Command Processed Charbroiled Beef Patties S12630SP		

*With more than 50 cases, your local sanitarian MUST be a witness of the disposal of these products.*

Witnesses	Print Name	Signature	Date Destruction Observed
Witness 1			
Witness 2			

Brief Description of Costs to be Reimbursed (allowable reimbursable expenses include transportation and landfill costs). All reimbursable expenses MUST have accompanying receipts.	Total Cost

*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*

## **Instructions for Pick-up or Disposal of Recalled Commodity Beef**

### How to request pick-up of recalled items

If your district prefers to have the recalled commodity beef products picked-up and returned to Helena for destruction, the Office of Public Instruction has made arrangements for the Watkins Shepherd Trucking Co. to pick-up the remaining cases when they make the final frozen delivery, which will begin shipping on March 10, 2008.

Please contact Judy Wilson at [juwilson@mt.gov](mailto:juwilson@mt.gov) or (406) 444-4415 by **March 3** to inform her of the number of cases you have for them to pick-up.

If your district prefers to dispose of the remaining cases locally, please follow the instructions below, complete the Destruction Verification and Reimbursement Form and return it to School Nutrition Programs.

### How to dispose of 50 cases or less of recalled products locally

You are authorized to destroy on-site 50 or fewer cases of USDA-purchased Hallmark/Westland fine grind ground beef. These products must be rendered unfit for human consumption according to destruction guidance from your State or local health authority.

Destruction must be witnessed by a person of authority, (such as a food service director) and one other person. Each witness must sign the destruction verification form. The type of product, quantity, and destruction method must be noted on the Destruction Verification Form.

With fewer than 50 cases, please contact your local sanitarian if you have questions about proper disposal of these products.

### How to dispose of more than 50 cases locally

More than 50 cases (but less than a truckload) of product must be taken to a landfill, incinerated, or sent for inedible rendering. Destruction of these larger quantities must be witnessed by a representative of the local health department and an official from the landfill, incineration plant, or rendering plant.

The destruction verification form must be signed by these two witnesses. The type of product, quantity, and destruction method must be noted on the Destruction Verification Form. With more than 50 cases, your local sanitarian **MUST** be a witness of the disposal of these products.

Thank you for assisting the Office of Public Instruction in the retrieval and disposal of these recalled items. Please call School Nutrition Programs at (406) 444-4415 or (406) 444-2501 with questions.

Return this form and attach all original bills/receipts for costs incurred to School Nutrition Programs, Office of Public Instruction, PO Box 202501, Helena, MT 59620-2501 by **March 20, 2008**.